

Boone County Government

Position Title: Highway Worker

Reports To: Team Leader

Status: Non-Exempt

Effective Date: January 1, 2020

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Serves as Highway Worker for the Highway Department, responsible for operating various trucks and heavy equipment to maintain County roads and rights-of-way. Performs routine, standardized daily assignments with moderate supervision, requiring care and skill to prevent damage to tools, equipment, and public and private property, and prevent injury to self and others.

Essential Employee:

The incumbent in this position has been designated as an Essential Employee. (Refer to Section 3.1 Employment Categories)

Essential Duties and Responsibilities:

Operates various trucks and equipment in clearing and maintaining County roads, ditches and rights-of-way, such as grader, gradall, paver, front-end loader, backhoe, dump truck, snow plow, compaction roller, tractor, jack hammer, skid steer, dirt loader, water pump and air compressor.

Hauls, shovels and spreads road materials as assigned, such as stone, gravel, asphalt, dirt, hot patch, salt, and sand; signs, receives and submits related load tickets.

Removes trash and dead animals from roads and rights-of-way, and operates various equipment and power tools in removing weeds, brush and storm-damaged trees from rights-of-way as assigned, such as chain saws, mowers, bush hog, weed trimmer, pruner, rake, and chipper.

Delivers equipment to work sites and assists in collecting/loading necessary tools and equipment for daily work projects as assigned.

Assists in excavating/cleaning ditch/drainage sites and installing and repairing guardrails, signs, bridges, tile and culverts as assigned, including occasionally

excavating and grading project sites, brush clearing, lifting, carrying pipes, pouring and forming.

Installs temporary signs as needed, such as warnings for work in progress and high water.

Answers questions and provides information to the public at work sites as needed.

Periodically assists with flagging/traffic control at work sites as assigned.

Periodically assists in cleaning and maintaining vehicles and equipment as assigned, such as washing, lubricating, checking fluid levels, changing oil and tires, and replacing snow blades.

Additional Duties and Responsibilities:

Operates various trucks and equipment in delivering equipment to work sites and clearing and maintaining county roads and rights-of-way, such as dump truck, snow plow, compaction roller, tractor, jack hammer, water pump, and air compressor on as needed basis.

May perform various manual work functions associated with mechanical projects or road construction projects, which may include transporting/hauling materials and equipment, cutting steel, mowing grass, replacing road signs, lifting/moving heavy materials, etc.

Periodically performs duties of crew leader as assigned.

Serves on 24-hour call for emergency situations as assigned.

Performs other related duties as assigned.

Key Performance Standards:

Performs all duties and responsibilities in compliance with OSHA and IOSHA standards.

Ensures all equipment is safe to use prior to operating.

Operates all equipment in a safe manner.

Operates vehicles in compliance with posted speed limits

Meets all deadlines established by state statute, local ordinances and Elected Official or Department Head.

Meets customer service standards established by Elected Official or Department Head.

Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

Position Qualifications:

High school diploma or GED.

Working knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to properly operate a variety of heavy equipment, trucks and tools as assigned, including backhoe, dump truck, snow plow, front-end loader, paver, bush hog, chipper, grader, gradall, compaction roller, riding and push mowers, tractor, jack hammer, skid steer, dirt loader, chain saw and other power saws, manual post hole digger, post driver, shovel, hedge trimmer, pruner, welder, grinder, cutting torches or other equipment used for highway construction and maintenance.

Ability to physically perform assigned duties, including driving for long periods, far vision, depth perception, hearing, communicating, handling, grasping/fingering objects, standing, walking for long periods, walking on uneven terrain, pushing, pulling, lifting, carrying objects weighing more than 50 pounds, reaching, bending, and crouching, kneeling.

Working knowledge of local geography and ability to read and interpret local maps.

Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.

Ability to comply with all employer/department personnel policies and work rules, including attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate and hostile persons.

Ability to occasionally work extended, weekend and/or evening hours.

Ability to regularly serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana Class B, with air brakes minimum, commercial driver's license within 90 days of hire date and demonstrated safe driving record.

ADA Compliance:Physical Factors

Duties may involve continuous physical exertion, such as driving for long periods, far vision, depth and color perception, hearing, handling/grasping objects, standing, walking for long periods, walking on uneven terrain, pushing, pulling, lifting, carrying objects weighing more than 50 pounds, reaching, bending, and crouching/kneeling.

Environmental Factors:

Performs a majority of duties in a vehicle and outdoors, and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, such as power tools, machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures, and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Occasionally 'works extended, evening and/or weekend hours, and regularly serves on 24hour call for emergency situations.

Applicant/Employee Acknowledgement:

The job description for the position of Equipment Operator for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature:

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.